

'My Family Lounge'

'My Family Lounge' is a parent portal that allows new and existing MCCCC families to access and manage their own account information.

'My Family Lounge' is where new families can join our waitlist or enrol their child and existing families can apply for casual days, mark their child/ren as absent, or update personal/contact details etc.

***'My Family Lounge' is completely separate and unrelated to the myGov account. (See Child Care Subsidy info sheet for more information on myGov.)**

'My Family Lounge' can be accessed on the MCCCC website at <http://www.mcccc.com.au/how-to-enrol> and can also be downloaded as an App via Google play or the App Store.

All information in 'My Family Lounge' transfers directly to our records.

Summary

- ✓ 'My Family Lounge' (accessed via the MCCCC website) is completely separate and unrelated to myGov (accessed via the mygov website) but both need to be set up to enrol your child/ren at MCCCC.
- ✓ Families are required to register for 'My Family Lounge' via the MCCCC website at www.mcccc.com.au to join our waitlist.
- ✓ Existing families can book in for extra casual days when spaces are available up to two weeks in advance.
- ✓ Existing families can mark their child/children absent.

How to register for 'My Family Lounge':

1. Go to www.mcccc.com.au and click on 'My Family Lounge' on the top right hand side of the home page.

Click on the 'Register' button and fill in the required details. You will then receive a registration completion email. Simply follow the prompts to complete your registration.

Be sure to fill in the 'Booking Request' section to go onto the MCCCC waitlist!

2. MCCCC will email you when a place has become available for your child/ren.

Once your child's days and start date have been confirmed, you must **complete the online enrolment form** in 'My Family Lounge' and provide certain documentation (vaccination forms etc.)

See overleaf for important info...

Important – remember the three-steps!

Accepting the enrolment offer in 'My Family Lounge' is a three-step process and all three steps **MUST** be actioned for the enrolment offer to be finalised:

The three steps are:

1. Accept/Decline offer
2. Enrolment form submitted
3. Confirm